

TOWN OF NEEDHAM

RECRUITMENT POLICY #107

1. PURPOSE AND SCOPE

The purpose of this policy is to establish the procedural requirements relating to recruitment systems and the payment of recruitment expenses.

2. APPLICABILITY

This policy applies to all non-represented, full-time and permanent part-time General Government employees.

3. DEFINITIONS

Refer to Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

4.1 Posting and Advertising of Vacancies. Job notices for vacant positions shall be posted for ten (10) business days. Job vacancy notices shall not be required for temporary appointments or for the temporary replacement of incumbents on approved leave status. The Town Administrator/designee shall review and approve the content of all job notices prior to posting and the content and funding availability of all job advertisements prior to publication.

4.2 Starting Rates. Persons appointed to positions in the Classification Plan shall be paid at the minimum rate except as may be provided in Section 4.3 and as provided in the Rates of Compensation Policy and Promotion, Transfer and Reclassification Policy.

4.3 Hiring Above the Minimum Entrance Rate. The starting rate of compensation for any position may be adjusted up to two (2) compensation grades, where such adjustment is deemed necessary to recruit qualified employees in accordance with prevailing market conditions, or where such position requires unique technical skills not adequately provided for by the minimum entrance rate. Such adjustment is subject to appropriation.

4.3.1 Written requests to make appointments above the minimum entrance rate will be provided to the Town Administrator who will forward them to the Chairman of the Personnel Board for review.

4.3.2 The Personnel Board at its discretion may meet within 60 hours of the initial notice to the Chairman by the Town Administrator/designee (one day of such notice must be a business day) to review and act on any written request to make an appointment above the minimum entrance rate.

4.3.3 If the Personnel Board does not take action on a request to hire above the minimum rate within 60 hours as outlined in Section 4.3.2, authority to

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approve such a request shall be deemed to be delegated to the Town Administrator.

4.3.3.1 In the event that an appointing authority is not satisfied with an employment rate determination made by the Town Administrator, he or she may request that the Chairman of the Personnel Board/designee mediate the matter. If the appointing authority is not satisfied as to the decision of the Town Administrator, he or she may file an appeal with the Personnel Board in accordance with Section 8.7 of the Personnel By-law.

4.3.3.2 The Town Administrator/designee shall provide the Personnel Board with regular reports as the Personnel Board may require as to the number and amount of entrance rates adjustments granted. Such reports will include all documentation submitted to the Town Administrator in support of the request and any written response provided by the Town Administrator to the appointing authority.

4.4 Accelerated Vacation and Non-Occupational Sick Leave Rate

4.4.1 Accelerated vacation credit may be granted in whole year increments up to, but not exceeding, 12 years, based on previous service in a similar position.

4.4.2 A maximum of 15 days of non-occupational sick leave may be granted at the time of hire, based on previous service in a similar position and the demonstrated loss of a sick leave bank or similar benefit in the previous position.

4.4.3 Written requests to grant accelerated vacation and/or non-occupational sick leave credit will be provided to the Town Administrator who will forward them to the Chairman of the Personnel Board for review.

4.4.4 The Personnel Board at its discretion, may meet within 60 hours of the initial notice to the Chairman by the Town Administrator/designee (one day of such notice must be a business day) to review and act on any written request for accelerated vacation and/or non-occupational sick leave credit.

4.4.5 If the Personnel Board does not take action on a request to grant accelerated vacation and/or non-occupational sick leave credit within 60 hours, as outlined in Section 4.4.2, authority to approve such a request shall be deemed to be delegated to the Town Administrator.

4.4.3.1 In the event that an appointing authority is not satisfied with an accelerated vacation and/or non-occupational sick leave credit determination made by the Town Administrator, he or she may request that the Chairman of the Personnel Board/designee mediate the matter. If

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the appointing authority is not satisfied as to the decision of the Town Administrator, he or she may file an appeal with the Personnel Board in accordance with Section 8.7 of the Personnel By-law.

4.4.3.2 The Town Administrator/designee shall provide the Personnel Board with regular reports as the Personnel Board may require as to the number and amount of accelerated vacation and/or non-occupational sick leave credit adjustments granted. Such reports will include all documentation submitted to the Town Administrator in support of the request and any written response provided by the Town Administrator to the appointing authority.

- 4.5 Moving/Relocation Expenses Subject to availability of appropriation and the advance approval of the Town Administrator, appointing authorities may make such reasonable expenditures as they deem necessary and proper for the moving and/or relocation expenditures of candidates selected for appointment to exempt positions under their jurisdiction.
- 4.6 Recruitment Expenses. Subject to availability of appropriation and the advance approval of the Town Administrator, appointing authorities may make such reasonable expenditures as they deem necessary and proper for the recruitment expenses for candidates selected for interview to exempt positions under their jurisdiction.

Effective: January 14, 2002